# BPF-B CLEANING SWS

CLEANING THE BELT PRESS FILTER

## USING THE LATEST DOCUMENTS

Procedures – particularly **safe work procedures** or other processes that are covered by your safety system – are *living documents*.

They change with the times, with your facility, and with new safety regulation.

But because these documents are often so hard to access, people tend to use old, printed copies to guide their work. This means that your staff may not be performing their jobs in a compliant or safe way.

## WHY IS THIS BETTER?

Using ARDI to access your files means that users always have quick, easy access to the latest documentation – and because ARDI connects directly to your document management system (where possible), it does so *without adding any steps to your change management process*.

Simply update the document the way your standards say to, and ARDI will have access to the most up-to-date published version of the file.